

Development and Economic Growth	
Development Management	
Job Description	
Area Planning Officer	
Grade LS14-10	Post Number: TBC
Responsible to:	Team Manager – Area Planning
Job Objective:	To assist in the operation of all aspects of the Development Management Service, and where required to assist in Planning Policy work.
Main duties and Responsibilities:	To process a wide range of planning and related applications (subject to relevant experience), including undertaking site visits and to “fast track” householder and minor applications, preparing Delegated/Committee reports and ensuring correct procedures are followed efficiently and effectively and that accurate records are kept.
	Negotiating Section 106 agreements in accordance with the requirements of the Council's policies and procedures, as required (subject to relevant experience).
	To assist in the preparation of items for Planning Committee and present applications at committee, as required by the Service Manager from time to time.
	To handle appeals associated with planning applications.
	To advise applicants, agents and members of the public of Development Management matters generally and to negotiate as appropriate.
	To assist in enforcement investigations including the giving of evidence in Court where required as appropriate.
	To organise workload to make best use of resources and to meet performance targets.

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	To develop and encourage close links with colleagues elsewhere throughout the Borough Council, to share information, and to enhance the service of the Borough Council as a whole.
	To ensure that the duties and responsibilities of the section are carried out with due regard of the Council's Equal Opportunities Policy.
	To carry out such other duties relating to the Development Management and Planning Policy functions and any other duties as requested by the senior officers.
	The complexity and level of duties undertaken will be appropriate to the experience of the post holder and level on the competency framework.
Prepared by: Andrew Cullen, Planning Manager – Development Date: August 2026	